



**SPRING 2005/FALL 2005**

**LANGUAGE ESSENTIALS FOR  
TEACHERS OF READING AND SPELLING (LETRS)**

**ARIZONA COHORT APPLICATION**

**ARIZONA DEPARTMENT OF EDUCATION  
School Effectiveness Division  
Standards-Based Teaching and Learning  
AZ READS/Reading First Office  
Marie Mancuso  
Deputy Associate Superintendent**



*“Excellent instruction is the best intervention for children who demonstrate problems learning to read, and poor instruction may have detrimental, long term effects, placing children at risk for poorer achievement than they might otherwise attain.”*

*The National Research Council, 2000*



State of Arizona  
**DEPARTMENT OF EDUCATION**

Tom Horne  
Superintendent of  
Public Instruction

## MEMORANDUM

**TO:** All Arizona LEAs and Schools Providing Professional Development in *Language Essentials for Teachers of Reading and Spelling (LETRS)*

**FROM:** Marie Mancuso, Deputy Associate Superintendent Standards-Based Teaching and Learning

**DATE:** SEPTEMBER 13, 2004

**RE:** Unauthorized Promotion of *LETRS* Institutes and Courses

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One of the goals of this office is to build capacity in Arizona by providing support to all schools in establishing a common base of professional knowledge and instructional practice. In the fall of 2003 Sopris West made *LETRS* available in Arizona in a Training of Trainer format for educators who attended the Institutes held in Sedona, AZ. As we continue with our vision of providing *LETRS* content to all of Arizona teachers and continue to build capacity in Arizona, it is crucial we remain acutely aware of important language that is used when publicizing local *LETRS* events in Arizona that are **not sponsored** by Sopris West.

In the June 2004 issue of *NewsLETRS*, a monthly newsletter published by Sopris West, it was reported that as a result of occurrences (outside of Arizona) of unauthorized promotion of *LETRS* institutes and courses, Sopris West is providing guidance to its clients in order to ensure quality control, program fidelity and a clear distinction between Sopris West sponsored *LETRS* trainings and those given by anyone else.

Sopris West has declared that, “***LETRS MODULES*** will and should be used as resources in a wide variety of reading workshops and trainings, but they cannot be labeled as *LETRS* events without proper qualification that would help the consumer distinguish between state or district trainings and Sopris West trainings. The National Trainer certification process is designed to assure the highest quality of professional development, defined as only those coordinated by Sopris West and delivered by a certified National Trainer.”

For example, regional, district, or privately sponsored trainings that use *LETRS* materials can be called:

- Reading Instruction Professional Development Based on *LETRS*
- Arizona Reading Associates Workshop With *LETRS*
- Arizona *LETRS* Group
- Reading Instructor Course

Any printed or Web-based materials to support these must cite:

- *LETRS* Sopris West Educational Services, Longmont, CO
- Author: Dr. Louisa C. Moats

As space allows, as a courtesy, Sopris West asks that printed materials include:

- *Language Essentials for Teachers of Reading and Spelling (LETRS)* is a comprehensive professional development program created by Dr. Louisa C. Moats
- Program supplemental materials are available from the publisher, Sopris West Educational Services, Longmont, CO (800) 547.6747 or [www.sopriswest.com](http://www.sopriswest.com)

It is our hope that this guidance helps to further support ongoing professional development activities in your area and avoids potential violation of trademark, copyright, and fair-use copyright law. Should you have any questions or concerns, please contact Toni Backstrom of Sopris West at (800) 547-6747 extension 126. If you have a local *LETRS* question, please contact Donna Perrigo of the Arizona Department of Education at (602) 364-4028.

## ***Arizona LETRS Cohort Application Information*** (PLEASE READ CAREFULLY)

*Arizona READS-...challenges Arizonans to participate in a statewide collaborative effort to make this vision a reality: Every Arizona child will learn to read proficiently by third grade and remain a proficient reader through the twelfth grade.*

*Teacher quality is a key component to achieving the goal of AZ READS in order to ensure that "all students are taught to read by teachers who are well prepared to apply the research base of effective reading instruction". (Learning First Alliance, 1998.)*

To support this effort the Arizona Department of Education is offering the first  
***Arizona LETRS Institute Cohort.***

***Intended audience-District/school personnel responsible for the professional development of their staff***

### **LETRS (Language Essentials for Teachers of Reading and Spelling)**

LETRS Institutes are designed primarily for staff developers with experience or background in teaching reading. These three-day Institutes presented by Dr. Louisa Moats and her colleagues focus on the foundation, content, and procedures of research-based reading instruction. Participants who wish to receive a certificate of content knowledge will be asked to complete a written take-home exam at the conclusion of each Institute.

#### **Participants will:**

- ❑ Examine scientific research, reading development, knowledge of language structure and its application;
- ❑ Apply practical skills of instruction in a comprehensive reading program including 5 essential elements and written composition;
- ❑ Use assessment data to inform instruction; and
- ❑ Explore the benefits of ongoing collegial coaching/mentoring

#### **Eligibility:**

**LETRS Cohort:** Because the Arizona Department of Education is sponsoring these Institutes to build capacity within our state, only representatives from districts who have responsibility for the professional development of K-3 teachers are encouraged to enroll. Given the content and design of the Institutes, enrollment in the cohort is limited to 40 and is reserved for candidates meeting **one or more of the** following criteria:

The candidate is currently responsible for staff development in one or more of the following areas:

- K-3 early reading development;
- K-8 reading;
- K-3 early literacy; **or**
- Provides instruction at an institution of higher learning to under-graduate, post-baccalaureate, or graduate level students.

## **REGISTRATION PROCESS:**

Cohort Candidate Applications will be reviewed upon receipt and notification will be provided by email. Candidates meeting the criteria will be admitted to the cohort on the basis of first-come-first served.  
*(The cohort will be closed when enrollment reaches capacity.)*

### **Arizona LETRS Institute Cohort Registration**

Please select a cohort by checking the box: Spring 2005 ☐ or ☐ Fall 2005?

**Applicant Name:**

**Affiliation** ☐ District ☐ County ☐ Institution of Higher Learning  
(check one):

**Mailing Address:**

**Telephone No.:** City Zip

**Fax:**

**E-mail Address:**

**CURRENT POSITION TITLE:**

**Please describe your responsibilities:**

### **STATEMENT OF ASSURANCES (COMPLETE THIS SECTION)**

*By checking the boxes below the LEA/candidate assures the ADE that they:*

- ☐ are providing professional development at a district, county or institution of higher learning ***and***
- ☐ will attend all 9 LETRS modules.
- ☐ will adhere to the copyright guidelines set forth by Sopris West when planning local LETRS events that are not affiliated with Sopris West.

Applicant's Signature

Date

**SPRING 2005 DEADLINE**: January 14, 2005 (*The cohort will be closed when enrollment reaches capacity.*)

**FALL 2005 DEADLINE**: TBA (*The cohort will be closed when enrollment reaches capacity.*)

**Arizona Department of Education**

**Reading First Office**

**Attention: Donna Perrigo**

**1535 West Jefferson, Bin 5**

**Phoenix, AZ 85007**

**Fax 602.364.0902**

**SPRING**-All applications **must be received** by 5:00 pm  
on January 14, 2005.

**FALL**- All applications **must be received** by TBA

**SPRING 2005 Institute Information:**

Location: <b>Meeting Time</b> 8:00 am- 4:00 pm	Radisson Poco Diablo Resort, Sedona, AZ 1752 S Hwy 179 SEDONA, AZ (928) 282-7333* <i>Room availability is limited. Please do not delay in reserving your room. See below for room rate information</i> <i>The hotel does not accept POs</i>	
Cost:	\$1200.00 (\$400.00/Institute)	This includes daily continental breakfast, lunches, refreshment breaks, participant manual, and presenter kit. Participants are responsible for their own travel and lodging.
Dates:	Institute I	February 2,3,&4, 2005 Room Rate \$55
	Institute II	February 28, March 1,& 2, 2005 Room Rate \$55
	Institute III	April 4, 5, &6, 2005 Room Rate \$55

**FALL 2005 Institute Information:**

Location:	Radisson Poco Diablo Resort, Sedona, AZ 1752 S Hwy 179 SEDONA, AZ (928) 282-7333* <i>Room availability is limited. Please do not delay in reserving your room. See below for room rate information</i>	
Cost:	\$1200.00 (\$400.00/Institute)	This includes daily continental breakfast, lunches, refreshment breaks, participant manual, and presenter kit. Participants are responsible for their own travel and lodging.
Dates:	Institute I	TBA
	Institute II	TBA
	Institute III	TBA